

# Memorandum

TO : Registrar/TR

DATE: 20 March 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 11  
16 - 20 March 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

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A. Security Reindoctrination Program: AIB has worked closely with [REDACTED] of the Office of Security, Training Division, and with [REDACTED] of the Office of Computer Services, in getting ready for the Agency's Security Reindoctrination Program. As of this date, these are the arrangements agreed on:

1. The program will kick off at 0930 on Wednesday, 1 April. It will consist of a one-hour presentation of lecture, slides, and movies.
2. It will be given twice (at 0930 and at 1400) on each Wednesday and Thursday until all Headquarters staff personnel have seen the presentation. This is expected to take five to six weeks.
3. On 25 March, OCS will provide the Training Officer of each Agency office with an IBM card containing the name, serial number, and service designation of each staff employee assigned to that office. On the same date OCS will also give AIB a carbon of the master roster from which the cards are printed, along with office personnel totals.
4. A Headquarters Notice announcing the program has been prepared by [REDACTED] and AIB, and coordinated for OTR by R/TR. A memorandum from Bob

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██████████ to the Senior Training Officers elicited their co-operation in having the Training Officers of their components take on the added work of sending staff employees to the presentations. ██████████ informed AIB that all Senior Training Officers have acceded to his request. AIB will distribute a memorandum to Training Officers explaining their part in the operation of the program.

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5. AIB will decide attendance quotas and prepare a master sheet showing number of attendees from each office at each presentation, and will inform Training Officers of their quotas. C/AIB called Senior Training Officers for their recommendations for handling office quotas within their Components.

6. Each Training Officer will have the responsibility of choosing those who are to attend each presentation, informing them, giving them their IBM card, and instructing them on what they are to do.

7. Employees who attend the program will present their IBM card as a ticket of admission. After the quotas have been run through, a machine run will prepare from these cards a "delinquent" list of those who have not attended, and further presentations will be scheduled until all Headquarters staff employees have been exposed.

8. The main auditorium at the Headquarters building has been reserved for this program.

B. Supervisors Program: R/TR, C/AIB, and DC/AIB met with ██████████ project officer for the program for supervisors, to discuss the part the Registrar Staff would play. So far, we have been able to limit this to good, sound advice. Roy reported that the Office of Personnel would assume responsibility for identifying the supervisors and arranging their attendance at the program. We discussed with him reports that we have heard that OP thinks we should do this job. To clear up any misunderstanding and agree on a procedure, those named above will meet with ██████████ of OP at 0930 Monday.

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Roy informs us that the initial running of the program will be on 10 April, 0900 to 1600 (with a one-hour break for lunch), in the main auditorium at the Headquarters building. There was some consideration of removing supervisors' names from the list of those attending the Security Re-indoctrination Program since they would be getting the same thing in this program. However, this idea was discarded and it was agreed that the two programs would be handled independently of each other.

25X1A9a We do not believe that identifying who is a supervisor is a proper function of the Registrar Staff and will so inform [REDACTED]. Neither do we believe that it can be done on the basis of a machine run. We think that the identification would better be made by Heads of Offices and that some means other than the Training Officers should be adopted to assure attendance by all so designated. As usual, we will be happy to aid [REDACTED] in any way that good counsel can help.

25X1A9a C. AIB received a Form 73 for the September 1964 Operations Familiarization course and along with it an application for the one-week CS Orientation or pre-operations course. [REDACTED] C/HT/OS, reports that the orientation is under study and whether it will be an Ops Fam prerequisite or even be a part of the JO headquarters training again, is yet to be decided. He will notify AIB as soon as a decision is reached. Meanwhile the TO/WH, who submitted the application, has been informed of the HT action.

25X1A D. In the [REDACTED] on the Language Development Program there is a provision for Chiefs of Station and Base to send OTR an annual report (1 April) on the people at their stations who are studying foreign languages. Since the awards program has been terminated OTR has no further need for this information. On Friday I discussed a proposal with [REDACTED] to have the provision deleted [REDACTED] 25X1A  
25X1A9a [REDACTED] Phil thinks the information may be needed by DDP and asked that I discuss the matter with the DDP/TRO. I'll do this Monday.

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E. [REDACTED] MSOC/TR, informed me that the opening date of the Midcareer Course No. 3 is being postponed a week, from 13 April to 20 April. AIB had already notified candidates of the original starting date. The MSOC office, however, is sending memorandums of notification of a precourse briefing to each participant and Larry reports that in the memo the change of date will be called to their attention.

The week's delay will affect the enrollment in the Introduction to Communism course which starts on 25 May. Part III of Midcareer will be given in Room 803 and will not only cut into the last week of Introduction to Intelligence (enrollment limitation announced at 35) but also into the first week of Communism which will now have to be limited to 35 to fit into one of the other classrooms at Broyhill. (Langley's classrooms are occupied.) C/SIC has been informed; we will notify Training Officers by phone of the enrollment limitation and also note it in the March-April BULLETIN.

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F. We have had several requests for another Management course for GS-11's to 13's, including NPIC with 12 or 13 people in need of the course. [REDACTED] is of the opinion that Management Training Faculty will be unable to run one until after mid-June.

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G. [REDACTED] TO/OL, called Friday at the request of Mr. Garrison for information about a "two-hour briefing that is going to be given for senior officers". Clem observed that it will be a bit of a surprise perhaps to Mr. Garrison to learn that this is the six-week, part-time Intelligence Briefing course, the nominations for which are being handled directly out of the office of the Executive Director.

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H. For the use of [REDACTED] CI Staff, we released a carbon copy of the list of Agency people who have taken CA Ops, CI Ops, and CI Fam.

I. Report on Courses

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Geography of the USSR: The request for the cancellation of the 23 March to 1 May course was submitted after [REDACTED] had discussed registration or lack of registration

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25X1A for the course. Henry was told of the NPIC interest in the course being given [REDACTED]. Meanwhile Henry accepted the proposal that an expanded write up on the course be put into the next issue of the BULLETIN. He has already sent us the recommended text.

There are nine candidates for the CI Ops course. Of the nine, eight had CI Staff approval; the ninth will have to be before he is enrolled.

The Budget and Finance opening on 30 March has not reached its 15 maximum; within the past two days we have had seven cancellations. Presently the registration is 11. The 15 May running, however, is three under the 15 capacity.

Intelligence Review, starting 30 March, has 20 registered. Instead of a Special Bulletin, [REDACTED] 25X1A9a speaking for C/IS, agreed that phone calls to the DDI TO's would be sufficient since it is rather certain that the 33 maximum will be reached. [REDACTED] 25X1A9a knows of the current registration and said he would contact DDI offices.

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J. [REDACTED] 25X1A9a has been working with [REDACTED] on the attendance record for the past three years at selected external programs, including Arctic Indoctrination and the Imperial Defence College. Mona is also interested in the status of past and future attendance at the Kings Point Seminar.

W K. Weekly Attendance. 16-20 March -- 608 persons attended 71 internal OTR courses or programs.

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